

**Student Loan Repayment Checklist –
Current Employee**

15

1. Name of Employee: _____
2. Position Title: _____
3. Pay Plan-Series-Grade/Step (Salary): _____
4. Gross annual amount of student loan repayment benefits: _____

5. Duration of student loan repayment benefits: _____
6. Is the employee serving under a Schedule C appointment? Yes
No
7. Does the written determination address either of the following criteria?
 - a. The employee's unusually high or unique qualifications makes it essential for NNSA to retain the employee's services. Yes No
 - b. A special need for the employee's services makes it essential for NNSA to retain the employee. Yes No
 8. Does the written determination support the conclusion that in the absence of student loan repayment benefits, the employee would likely leave the Federal service for employment outside the executive, legislative, or judicial branch of the Federal government? Yes No
 9. Does the written determination include a description of the extent to which the employee's departure would affect the organization's ability to carry out an activity or perform a function that is deemed vital to NNSA's mission? Yes No
 10. Does the written determination consider one or more of the following factors?
 - c. Difficulty encountered in recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to the position held by the employee. Yes No
 - d. The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee. Yes No
 - c. Other (Specify if Yes) Yes No

**Student Loan Repayment Checklist –
Current Employee**16

11. Does the written determination consider the practicality of using a retention allowance alone or in combination with student loan repayment benefits?

Yes No

12. Does the written determination include an explanation of how the amount of student loan repayment benefits was derived?

Yes No

Human Resources Consultant

Signature

Date